



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20121114	POSITION: Staff Attorney
OPENING DATE: November 14, 2012	CLOSING DATE: Open until filled; Screening begins on January 7, 2013
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: \$65,120 - \$81,400 DOQ (Grade 8) (Career Service) Entire Range: \$65,120 - \$89,540
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

DCRB is responsible for certain District of Columbia (District) retirement obligations for a specific population of retired District police officers, firefighters, teachers, and their survivors. DCRB works with other District agencies and the U.S. Department of Treasury. The Staff Attorney provides legal analysis of, and monitors compliance with, all applicable Police Officer, Firefighter, and Teachers' Retirement Plans statutes, rules and regulations.

PRIMARY RESPONSIBILITIES

1. Drafts legislative initiatives, regulations, testimony, reports, and other policy statements
2. Provides analysis and tracks proposed Congressional and District Council legislative initiatives which may affect the agency's operations and administration of benefits; determines the resulting effect on the agency's existing programs, policies and procedures
3. Assist in providing legal advice on laws and regulations, investment agreements, and other relevant documents under the direction of the General Counsel or Senior Counsel
4. Draft letters, legal memoranda, and opinions; assist in investigations of benefit denials; and respond to document requests pursuant to the Freedom of Information Act (FOIA), the Privacy Act, and discovery under the direction of the General Counsel or Senior Counsel
5. Drafts contract provisions and amendments for general operations and procurements

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the legal principles and their application as well as legal research methods
- Knowledge of the scope of the District of Columbia code as it pertains to the Board's operations and administration of benefits
- Knowledge of current and developing legal issues and trends in pension plan governance and administration
- Knowledge of employee benefits and securities law

- Knowledge of parliamentary procedure, government procurement and administrative law
- Ability to perform independent legal research
- Ability to analyze, appraise and apply legal principles, facts and precedents to legal or factual situations
- Ability to present statements of fact, law and argument clearly and logically in written and oral form
- Knowledge of the legislative process at the federal, state and local level
- Excellent verbal and written communication skills; ability to compose written materials of moderate to complex difficulty
- Ability to plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly efficient manner
- Ability to use good judgment in analyzing and resolving legal issues and in safeguarding confidential or sensitive information
- Ability to work and interact with departments throughout the organization

BEHAVIORAL COMPETENCIES

- Provides guidance on the application of D.C. Code and plan interpretation under the direction of the General Counsel or Senior Counsel
- Formulates and drafts testimony, bills, amendments, official policy statements and reports
- Drafts proposed communications from the Board to federal and local government officials, agencies, and departments; participants and beneficiaries of the retirement plans; employee unions and other interested parties
- Reviews forms, brochures, handbooks and summary plan descriptions to ensure compliance with D.C. Code
- Reviews administrative and investment related contracts
- Analyzes legal issues and drafts memoranda concerning the agency's operations and functions
- Reviews federal and District statutes, judicial and executive branch decisions affecting the Board
- Assists the General Counsel or Senior Counsel in handling the appeals of benefit decisions
- Reviews benefit administration policies, practices and procedures to ensure compliance with D.C. Code
- Assists the General Counsel or Senior Counsel in providing legal support in debt collection matters
- Coordinates responses to Freedom of Information Act requests
- Prepares draft administrative rules and procedures

QUALIFICATIONS

The successful candidate must have a law degree and must either be a member of or eligible for waiver into the District of Columbia Bar. If a candidate is selected and is not a member of the District of Columbia Bar, he/she must apply for membership and show proof of such application prior to commencement of employment. The candidate must also have a knowledge of pension and securities laws related to the District or federal government, effective interpersonal skills and excellent oral and written communication skills. **The successful candidate for this position should have legal experience in all or most of these areas, and be able to work independently and confer as necessary with the General Counsel.**

This position is a 24-month term appointment, contingent on agency renewal. Candidates will be subject to a criminal, financial and educational background check.

Open Until Filled. Screening will begin on January 7, 2013.

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or fax materials to: (202) 566-5000
Attention: HR Director

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

